



**SENIOR HOUSING PROGRAM COORDINATOR – TENNESSEE HOUSING TRUST FUND
AND COMMUNITY INVESTMENT TAX CREDIT**

APPLICATION DEADLINE IS SUNDAY, JANUARY 7, 2018 AT 11:59PM

Division: Community Programs

Reports to: Housing Programs Manager

Location: Nashville, TN

Full-time/Part-time: Full-time

Salary Grade: 34

Monthly Salary Range Minimum: \$3,896

FLSA Classification: Non-exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Leads in administering and monitoring the THDA-funded Emergency Repair Program (ERP) and the Rebuild and Recover Program; supports the administration of other programs funded through the Tennessee Housing Trust Fund (THTF) or other available resources, and the implementation of the Community Investment Tax Credit (CITC) program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Leads coordination of assigned programs, including program design, contract issuance, payment review, monitoring, and grant closeout.
- Develops and delivers presentations on program requirements.
- Prepares related contracts and contract attachments.
- Reviews payment requests for compliance; authorizes payments; processes grantee pay requests.
- Reviews and interprets state policy and recommends actions to Manager and Division Director.
- Provides technical assistance to grantees.
- Organizes and schedules technical monitoring for ERP.
- Prepares monitoring reports for ERP, evaluates grantee responses to monitoring compliance reviews.
- Evaluates grantee progress and needs; implements ERP Training and Technical Assistance based on those evaluations.
- Develops program manuals, program descriptions, and policies.
- Analyzes and reviews state statutory and regulatory policies as they relate to assigned programs.
- Prepares required reports.
- Enters data into and generates reports from state data tracking systems.
- Prepares policy clarifications and revisions and presents to Director or Program Manager.
- Researches specific policy issues as requested by the Director or Program Manager.
- Coordinates implementation of Division workshops relevant to assigned program areas, including leading and moderating discussions and making presentations on relevant topic areas.
- Trains new staff and partner agency personnel working in the ERP or other THTF funded programs.
- Works collaboratively within and across Divisions to support implementation of assigned programs and other Division programs.

- Identifies best practices and recommends to Manager and Division Director new approaches and resources to achieve Division goals.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High School diploma or GED; Bachelor degree and/or relevant post-high school certification preferred.
- Two years of experience in the administration of a state or federally funded housing program; interpreting, evaluating and implementing housing policy; and/or managing state or federal grants.
- Experience in the administration of a housing rehabilitation program is preferred.
- Understanding of Emergency Repair Program and Rebuild and Recover Program policies and procedures is preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Knowledge of federal or state housing finance programs or the ability to quickly learn these.
- Understanding of Emergency Repair Program and Rebuild and Recover Program policies and procedures or the ability to quickly learn these.
- Ability to effectively administer grant programs.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively.
- Ability to consistently meet deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with agency staff and the public in giving and obtaining information.
- Treats people with dignity, respect, and compassion.
- Maintains credibility through sincerity, honesty, and discretion.
- Computer literate: proficient in Microsoft Word, Excel, PowerPoint, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel (approximately 10% travel).
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER
APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION
PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE
APPLICATION INSTRUCTIONS